

Monday 17th May 2023, 7pm

EDGEFIELD PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held in the Village Hall,
Edgefield,
Monday 15th May 2023, 7pm.

Present: Mark Cook (Chair) (MC) Anne Harrap (AH)
Suzanne Longe (SL) Emma Cletheroe (EC)
Jackie Cole (JC) Lin Pateman (LP)

Amanda Yacoubian (Clerk)
3 Parishioners

There was no need for a Parish election for Edgefield PC, 6 Councillors applied for 7 positions so there is still a vacancy

Public comment : none

23/68. (i) To elect a Chair for 2023-24

On a PROPOSAL by Cllr EC, SECONDED by Cllr SL, Cllr Mark Cook was elected as Chair. The Declaration of Office will be signed in the presence of the Clerk.

(ii) To elect a Vice Chair for 2023-24

On a PROPOSAL by Cllr MC, SECONDED by Cllr SL, Cllr Cletheroe was elected as Vice Chair. The Declaration of Office will be signed in the presence of the Clerk.

23/69 Chairman's welcome and apologies for absence – MC welcomed everyone, apologies Cllr Andrew Brown

23/70. Statements of pecuniary interests, and dispensations to speak – None.

23/71. To approve the minutes of the Parish Council meetings of Monday 20th March and Monday 17th April 2023 – Proposed AH , seconded SL

23/72. Matters arising not covered elsewhere on the agenda - none

23/73. Report from Steffan Aquarone, Norfolk County Councillor – Local elections were not fought in Edgefield however there was a good turnout. For more information on latest updates please contact Steffan Aquarone

23/74. Report from Andrew Brown, District Councillor – emailed to Councillors on 10th May, for further details please contact Cllr Andrew Brown

23/75. FINANCE

(a) To approve the monthly financial statement cash book & budget emailed to Councillors on 8th May, Bank statement email to Councillors on 9th May

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On a PROPOSAL by Cllr Pateman SECONDED by Cllr Cletheroe it was AGREED to approve the following payments, all invoices are sent to Cllrs before authorisation of payment by BACS

- | | |
|--|---------|
| a. Amanda Yacoubian – (Clerk net salary April) | £291.41 |
| b. J Boxall internal audit | £ 60.00 |
| c. Petrol, ink & paper | £40.37 |
- (b) To note the following receipt
- | | |
|---|-----------|
| a. NNDC – Precept 1 st installment | £3,430.00 |
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- (c) To declare the Parish Council exempt from external audit in 2022-23

As the payments and receipts of the Parish Council were below £25,000, on a PROPOSAL by Cllr Cletheroe , SECONDED by Cllr Pateman, it was AGREED to declare the Parish Council exempt from external audit for 2022/23

- (d) To receive the internal auditor's report

The internal auditor's report was read and recommendations were noted.

The audit queried the payment to the Village Hall for £336 which includes payments to the Tuesday Club (now discontinued) Church and Fuel Fund. The Parish Council pays these because historically The PC used to pay for heating the Village Hall however as the Village Hall felt this was no longer necessary it was agreed to pay the hall hire for the meetings of the Tuesday Club, Church and Fuel Fund.

The NS&I bank statements do not come to the current address inspite of letters being sent to amend the address. The Clerk will issue another letter

- (e) To approve the Annual Governance Statement 2022-23

On a PROPOSAL by Cllr Harrap, SECONDED by Cllr Cletheroe, the Annual Governance Statement was APPROVED and signed.

- (f) To approve the Accounting Statements 2022-23

On a PROPOSAL by Cllr Pateman, SECONDED by Cllr Cletheroe, the Accounting Statements were APPROVED and signed.

- (g) To approve the Certificate of Exemption 2022-23

On a PROPOSAL by Cllr Pateman, SECONDED by Cllr Cletheroe, the Accounting Statements were APPROVED and signed.

- (h) To approve an internal auditor for 2023-24

On a PROPOSAL by Cllr Harrap, SECONDED by Cllr Cletheroe, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2023-24

- (i) To agree the period of Notice for the Exercise of Public Rights (12th June 2023 – 24th July 2023)

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On a PROPOSAL by Cllr Cletheroe SECONDED by Cllr Pateman it was AGREED on the suggested period of Notice for the Exercise of Public Rights

(j) To review and update Financial Regulations as per audit

The Edgefield Parish Council Financial Regulations were reviewed to include payments by BACS (as per audit)

On a PROPOSAL by Cllr Pateman, SECONDED by Cllr Cletheroe, it was AGREED to adopt the updated Financial Regulations

(k) The Edgefield Risk Assessment was reviewed to include payments by BACS (as per audit)

On a PROPOSAL by Cllr , SECONDED by Cllr Cletheroe, it was AGREED to adopt the updated Risk Assessment. The Risk Assessment was signed by Chair MC

(l) The annual review of the effectiveness of Internal Audit was renewed

23/76. Planning – PF/23/0921 – Edgefield – Land at the Top of Sands Loke, Sands Loke, Edgefield – against – Clerk to email NNDC

23/77. To receive update on Community Speedwatch – JG will continue, PC Gower Smith will attend, hopefully once a month

23/78. To receive update on Greenings Edgefield – There is a meeting on Tuesday 16th on site. Further to an email from a parishioner the PC will ask about access to the field

23/79. Update on Highways issues – The drain on the main road outside the nursery still needs addressing and the flooding on Rectory Road. Clerk to contact NNDC, also re pathway opposite the Pigs.

23/80. To agree date of the next meeting – 19th June 2023

23/81. To Close the Meeting – meeting closed at 19.35pm

Signed as a correct record by:

date: